

Isabella Strong

Gretna, NE 68028

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Professional Summary

I am looking for a part-time summer position where I can utilize my skills. I have over five years of customer service experience and have developed the ability to work efficiently in a fast-paced environment. My strengths are my work ethic, attention to detail, and positive personality.

Work Experience

Pharmacy Assistant

Consonus Pharmacy-Gretna, NE

December 2021 to Present

- Organize cards and bulk items for delivery
- Use pharmacy software and electronics
- I assist with training new employees
- Coordinate route setup

Pet Sitter

Tanya Hall-Elkhorn, NE

May 2017 to Present

- Cared for two cats while owners are on extended leave
- Handled the mail daily
- Took care of indoor and outdoor plants

Nanny

Sloane Hoefer-Gretna, NE

May 2024 to August 2024

- Cared for four girls (ages 5 and 3) 3 times per week
- Responsible for planning out the day's activities and meals
- Transported the girls to activities throughout the week

Barista

Scooter's Coffee-Gretna, NE

May 2022 to December 2022

- Handled cash and credit card transactions
- Opened and closed the store
- Maintained a clean and organized area throughout the shift
- Provided great face-to-face customer service

Education

Working towards bachelor's degree in Advertising and Public Relations

University of Nebraska-Lincoln - Lincoln, NE

August 2024 to Present

High school diploma

Gretna High School - Gretna, NE

August 2021 to August 2024

Skills

- Customer service
- Computer Operation
- Communication skills
- Problem solving
- HIPAA
- Typing
- Attention to detail
- Microsoft Office
- Work in fast paced environment
- Creativity